

11 August 1967

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
✓Director of Training

SUBJECT : Semi-Annual ADP Management Report to the
Bureau of the Budget

REFERENCE : SSS Memorandum dtd 26 June 1967, same subject

1. Attached for your information is a copy of the second Semi-Annual ADP Management Report for the Support Directorate. This report was prepared from your responses to Reference and has been discussed with representatives of each of your offices.

2. You will note that some of the material presented in the Office responses has been excluded and the remainder has been condensed because some of the material had been covered in the previous ADP Management report, some was not appropriate to the specified reporting period, and some was edited in response to the BOB requirement that only major current ADP developments need be reported. In the preparation of future submissions in this series it may be useful to keep the following points in mind:

a. Reference to previously-reported developments is necessary only in the event of major modifications or if the developments were initially reported in the "Plans for the Future" section.

b. BOB Circular stipulates that the "Plans for the Future" section will only be included in the January-June report.

c. Reporting can be reduced by confining coverage to ADP use and management developments occurring during the reporting period.

d. Henceforth this semi-annual report will cover the July-December and the January-June halves of the fiscal year and should be submitted to this office by 15 January and 15 July, respectively, to permit consolidation and coordination by this office and O/PPB.

3. Neither the attached report nor the Office submissions were responsive to one major reporting requirement: specification of tangible gains expected or resulting from ADP activity. The BOB Circular expresses a clear desire for quantitative measurement of benefits realized by automation, providing concrete examples such as increased productivity in man-years or reduced personnel requirements in dollar amounts. This desire reflects a growing trend within the government and the Agency which is by no means peculiar to ADP. It represents a requirement for cost-benefit estimation for management use in evaluation of planning alternatives and review of ongoing activities as well as in reporting. Formulation of such measurements is a complex problem, but we should be as well prepared as possible to respond to the BOB requirement in the next report by beginning now to formulate suitable quantitative measures.



Chief, Support Services Staff

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10 August 1967

MEMORANDUM FOR: Chief, Information Processing Branch, O/PPB

SUBJECT : Semi-Annual ADP Management Report to the
Bureau of the Budget

REFERENCE : Memo dtd 20 June 1967 to Information Processing
Coordinator, Support, from Chief, Information
Processing Staff, O/PPB

As requested, the following report on ADP Management covering the period November 1966-June 1967 is submitted for the Support Directorate. The three essential elements identified in Reference comprise the outline of this report, which has been developed from reports of the Support Offices and a review of the activities of the Information Processing Branch, Support Services Staff.

A. Accomplishments in the Use of Computers

1. Cost reduction and greater efficiency.

a. Office of Communications

Two computer programs were used in tracking the experimental project [redacted] These programs were already in use by FMSAC and by other government agencies and were almost directly applicable to [redacted] tracking and scheduling requirements. They permit prediction of satellite location more accurately and with less manpower than manual tracking methods.

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b. Office of Personnel

- (1) Questionnaires are being computer-addressed and partially completed with existing data for distribution to all personnel

to update official records for the Agency Qualifications Inventory. The computer personnel data structure is being expanded to incorporate additional personal data requested by the questionnaires. Returns are now being received and processed for computer storage and retrieval. The ready availability of this enlarged personnel data base will assist general personnel administration.

- (2) An automated tickler system has been implemented which will provide advance notice of employment expiration dates for employees with specified employment periods, such as Temporary or Reserve Employees. This system eliminates the need for manual review and provides improved controls for personnel administration.

2. Program achievements not feasible without computer capability.

Office of Personnel

A computer program is now in use which provides the basis for a quarterly comparison of the age, language capability and educational level of civilian personnel entering on duty with all civilian personnel currently on duty. This program provides total, accurate and up-to-date information to Agency management for evaluation of current personnel trends. This information could not be derived by manual methods because of the volume of the source data.

B. Accomplishments in the Management of ADP Activities

Consolidation of computer staffs.

Information Processing Branch, Support Services Staff

The Information Processing Branch (IPB) has been reorganized to reflect the increasing significance of the Office of Computer Services' (OCS) contribution to the development of the Support Information Processing Systems. The IPB has been restructured under a senior OCS "Project Manager" as an integral system development team, consolidating the efforts of the present DD/E support systems analysts and of the increasing number of OCS computer systems analysts required for the increasing number of system development.

C. Plans for the Future

1. Use of Computers

a. Cost reduction and greater efficiency.

(1) Office of Communications

(a) In 1965 a program was established initiating a worldwide network of major automatic store and forward message switching centers to expedite the relay and processing of the increasing volume of Agency messages without a corresponding increase in operating personnel. The first system was established at [REDACTED]

[REDACTED] A second system, incorporating additional equipment and state-of-the-art advances, will be installed in the Headquarters building in mid-1968.

(b) A contract has been let for development of an automated multiple address message processor system which will allow small relay stations to handle greater traffic volumes without necessitating an increase of operating personnel. This system will expedite production of paper tape copies of messages ten times, eliminate the need for manual typing of different headings for each tape copy, and perform logging and accounting automatically.

(c) The DIHAG-II system scheduled for early implementation will provide an all-electronic capability for high-speed field processing of raw intelligence data. It will replace the prototype DIHAG-I, eliminating the high equipment outage and repair expenses associated with the electro-mechanical predecessor, providing continuous service and reducing [REDACTED] personnel requirements by more than 75%.

(d) Specifications are being prepared for Headquarters terminal processing and message distribution systems to automate incoming and outgoing message [REDACTED]

accounting, servicing, storage, retrieval and distribution. Use of high-speed input devices (electronic scanners, tape readers) will reduce processing time and manpower in outgoing message preparation. Visual display consoles will eliminate paper-handling and expedite cable analysis and routing. Electrical dissemination will expedite internal cable distribution.

(2) Office of Logistics

An interim Procurement Contract Management Information System will be implemented in the coming months to provide a capability for rapid response to a wide variety of queries. The present manual system is time-consuming, requiring several separate searches for complex queries, and not sufficiently versatile. The data base of this improved system will be incorporated into the Support Information Processing Systems upon implementation.

(3) Office of Security

Planning for 1968 calls for the use of a cathode ray tube as a direct query device and an IBM-1050 console with an IBM 360-40 computer to service priority as well as routine searches on the Security Automated Name Check Activity (SANCA) system. This system will permit improved service through reduced response time in the face of continually increasing demand.

- b. Program achievements not feasible without computer capability.

Office of Communications

A PDP-8 computer has been procured for use in an "Interface Simulator," a laboratory tool for simulating communications interfacings with electronic devices under consideration for Agency use. The engineering, operational and security decisions prerequisite to selection and the integration of selected devices into existing networks will be based on the results of these tests, which would require a prohibitive manual effort excessively delaying development of new communications techniques.

2. Management of ADP Activities

Integration of computer-based ADP systems.

Office of Finance

The July 1967 consolidation of the Vouchered and Confidential Funds Accounting Systems into a Single Fund Accounting System will accomplish unification of two general ledgers, eliminating 100 accounts; reduced manual recordkeeping, input and output review; uniform accounting entry coding on one type of posting voucher; reduced computer time for daily processing and for reporting; reduced computer program maintenance; production of only one monthly financial report and subsidiaries; and improved, more timely financial management data.



Chief, Support Services Staff

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